

OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF RECLAMATION

****POLICY/PROCEDURE DIRECTIVE****

Inspection and Enforcement 88-6

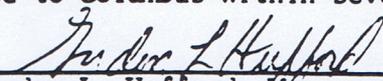
Subject: Processing Times for Annual/Final Reports
Effective: March 17, 1988
Purpose: To provide guidance and information to Division staff and permittees on the procedures to be followed in processing of annual/final reports.

Rule 1501:13-4-07 requires the filing of an annual report and map within thirty days after each anniversary date of the issuance of the permit. If the required report and map are not filed within the thirty day period, then a notice of violation is to be issued.

Upon receipt of the annual report and map, the technician should notify the inspector so that the inspector can schedule the field review. The technician and the inspector (the reviewers) should complete their reviews within 15 working days of receipt of the annual in the district office. The 15 working days is the Division's objective, realizing that certain reviews may take longer if e.g., there are IER's or SM-39's submitted with the annual, or higher priority duties need to be completed.

Once the reviewers have completed their reviews, any deficiencies should be described in a letter to the permittee with a copy to the consultant. The letter should set a date by which the complete and correct revisions are to be received by the district and indicate that if the revisions are not received that a NOV may be issued. The number and types of revisions need to be considered in setting the date revisions are due. The letter should be sent within seven working days of completion of the review. The attached form letter should be used.

The inspector is to monitor the revision letters and if complete and correct revisions are not received by the date specified in the revision letter and the permittee is not pursuing the revisions, then a NOV may be issued. The NOV will cite 1513.09(B)(1)(e). The amount of time to abate should be determined based on the extent of the revisions plus any other factors that an inspector would normally consider in setting the abatement date. If the revisions are not complete and correct, but require only "minor" revisions then a second revision letter may be sent. An operator may request an extension of time to abate the violation, but no extension should be granted beyond 90 days. Upon receipt of the complete and correct revisions they should be reviewed and forwarded to Columbus within seven working days.



Gordon L. Hufford, Manager

Attachment